

PUBLIC EDUCATION

SCHOOL DISTRICTS

ELIGIBILITY APPLICATION REQUIREMENTS

INSTRUCTIONS ON FILLING OUT THE ELIGIBILITY APPLICATION FORM

Due to the Federal Regulations Kansas Federal Surplus Property is doing the required Certification of Eligibility. Applications by regulation are required to be renewed every three (3) years or when a new authorizing official comes into office. Please note that it is the RESPONSIBILITY of the applying organization to provide ALL APPLICABLE AND NECESSARY DOCUMENTATION for review to Kansas Federal Surplus Property (KS FSP). Failure to provide necessary documentation will delay approval of the application and therefore prohibit your agency from receiving Federal property. KS FSP may require additional information other than what is listed, on a case by case scenario.

Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed by the **Superintendent of School Districts as the authorizing Official on each of the six (6) pages.**
2. On a separate page; on **OFFICAL LETTERHEAD** provide a Narrative, which includes the following information: (Which may be found on the district website)
 - Staffing & Number of Students
 - Grade levels
 - Hours of School Day
 - Mission Statement
3. Provide the RNO (Race and National Origin) profile of your service area
 - National Center for Education Statistics (NCES) Home Page
 - Web site is: www.nces.ed.gov
 - Once on the IES>NCES home page
 - Enter City and school district: in Search box and click GO
 - Click on the link Search for Public School District
 - Click on the District Demographics link
 - Print this page and include it with the application**
4. Sources of Funding:
 - Summary of budget for the current school year
 - Mill Levy which can be found at this web site:
<https://admin.ks.gov/offices/chief-financial-officer/municipal-services/county-tax-levy-sheet>
5. Certificate of Accreditation with valid expiration date
 - To get the Accreditation certificate e-mail Mr. David Barnes at Kansas Department of Education his e-mail is dbarnes@ksde.org
6. Provide a listing of all school locations in your district
 - this can be found at the following link:
<https://www.ksde.org/Home/Quick-Links/Directories/2018-2019-Educational-Directory>
 - USD Schools in Alphabetical Order
 - Find your school district then print out the pages listing all District information
 - Authorized Official for signature at bottom of page:
Superintendent for School Districts

Any Questions concerning the required documentation, or the application process call our office at (785) 296-2351 Monday – Friday 8 AM to 4:30 PM.

- E-mail: fedsurplus@ks.gov
- Fax (785) 296-4060
- Mail: Federal Surplus Property, 2830 SW Kanza Drive, Topeka, Kansas 66606, ATTN: ELIGIBILITY